

WYLD Governing Board Conference Call Minutes

August 11, 2015

1. Welcome and Roll Call @ 1:15 p.m.

Board members present: Marci Mock, Brad Matthies, Paula Sabatka, Karen Jean Funk, Jo Otterholt, Rebecca Lehman, Brian Greene and Jamie Markus.

2. Jamie moved that the minutes of the May minutes and July work session notes be approved as written, and Karen seconded. The minutes were approved.

3. **Wyoming State Librarian's Report:** Jamie Markus

We should start to see evidence of the WSL rebranding campaign and its images and logos on our Outrider newsletter, stationery and such. Hiring process for 3 vacancies is in progress. These do not include the State Librarian position which can't be filled any earlier than November or December of this year. WSL continues its work as normally as it can. With recent addition of new directors at libraries, WSL will continue to provide directors' orientation in Cheyenne with the next group of directors to visit most likely in October. Jamie thanked Brian for recent communications concerning the ETS (State IT) activities surrounding the move of WYLD and State Library servers to [Green House Data](#).

4. **WYLD Office Report :** Brian Greene

Preparations for the move of our servers to Green House Data (GHD) continue. GHD is a leader in cloud hosting, colocation, and managed data center services. It is in US EPA's Top 30 Tech & Telecom list as one of the largest green power users. There is a great deal of set up on state side. While the move was supposed to be completed by the end of July, timeline changes require us to finish the work in the next 4-5 weeks and by Labor Day if possible. We are aiming for the weekend of August 28 with most of the downtime to Friday, August 28th after libraries close. Marc will be onsite to coordinate the move. On another front, we're dealing with the aftermath of PBWorks breaking over 8,000 links associated with our Wyoming Places project. Bobbi has been working to correct the broken links in the asset records of Portfolio and the Chronology entries in Google Sites portion. Public notice will be given soon.

5. **PII document**

Some comments were received and answered. Marci asked if anyone received any other questions and they did not. Marci asked if changes in policy draft approved by the Governing Board need to be reviewed by WYLD membership. Brian replied that it has already been widely discussed and Jamie concurred. Rebecca made the motion to approve draft PII policy submitted by the WYLD Ad Hoc Security Workgroup. Karen seconded the motion. Motion was carried. Marci dissolved the committee since it had completed its work.

6. **Communication**

Marci asked for opinions on whether the requested committee reports should be quarterly or more often to Gov Board constituents. Karen thought the communication has been good and that quarterly reports are often enough and Paula agreed with quarterly. Paula agreed with Brad that the reports were useful even if nothing to report served as a reminder to touch base.

Brad asked if the report would come from Gov Board chair. Marci wants to make sure the reports were sent to the appropriate email list, not just the directors, or an email list created by a Gov Board rep because others have signed up for the various elists. Paula asked if Marci could create a template. Marci agreed to create a template. Brad said it would be good to have guidance so that there was shared language in the reports. If you have a problem with using or how to access the email list, contact Marci.

7. New Business

Marci asked if the Board should update the [Voting Delegate's Handbook](#)? Jo said yes. Marci asked if they should edit it as a full document in one month or split into two parts over 2 months. Brian suggested 1 month. Some mail servers might block access to Google Docs, but all will check to see if they received the message. Jamie said he didn't get the email on this topic. Marci said that she would resend the email and the changes could be made in a month's time. Brian stated that the document was done under Scott Kinney using the bylaws as they were in 2004. Marci said the document needs to be updated due to the revisions of the WYLD bylaws since 2004. She will send out another message to see if board members can edit on Google Drive/Docs.

8. Marci asked if there were any board member reports. There were none.
9. Marci asked if the Sept 8th date for the next Gov Board was ok or if the group preferred a change to the 15th since the 8th was right after Labor Day. Paula said Sept 8th date was fine and so did Brad. Marci said the meeting would stay on the 8th.
10. Marci asked if there was anything anyone wanted to talk about. Nothing else was reported.
11. Meeting was adjourned at 1:37 p.m.